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## *A Publication of Rural Development's Multi-Family Housing Program*

### **Reminder on Replacement Reserve Requests**

When submitting requests for big repair items, i.e., window replacement, roofing, siding, etc., be sure to include a copy of the specifications sheet you provided to each prospective bidder. **Before** submitting your request to Rural Development, make sure that the bids are "apples to apples." If they are not, the contractor should be contacted to re-submit his/her bid so that it agrees with the spec sheet you provided them in order to prepare their bid.

When a contract is signed with the contractor, please provide a copy to your servicing office so we can see the details of what they will be doing under the contract. This will assist Rural Development when the inspection of the work is complete. A borrower representative must inspect the work to ensure that it is complete and satisfactory **prior** to Rural Development staff making an inspection

### **Asset Management Handbook (HB-2-3560)**

If you have not already done so, please make sure that your property managers and site managers have an Asset Management Handbook available to them. They should be referencing the handbook regularly when they have questions about Rural Development regulations and procedures. There are many changes as a result of the re-writing of the Multi-Family Housing regulations. If there is a discrepancy between the handbook and the actual regulation (7 CFR Part 3560), remember that the Code of Federal Regulations (CFR) is the ruling document. If there are questions about situations that are not clear in the handbook, we are happy to answer them. The handbook can be accessed through our website, which is: <http://www.rurdev.usda.gov/regs/hblist.html>.

Please be aware that 7 CFR 3560 states in many places that situations will be handled in accordance with 24 CFR with a specific reference. For example, it states that annual income will be calculated in accordance with 24 CFR 5.609, and adjusted income will be calculated in accordance with 24 CFR 5.611. 24 CFR is a HUD

regulation, which can be found at [http://www.hudclips.org/sub\\_nonhud/cgi/hudclips.cgi?hudclips](http://www.hudclips.org/sub_nonhud/cgi/hudclips.cgi?hudclips). Once you are at the website, click on the link displayed in the box below, and then click Browse. This will bring up the entire CFR and you can go to the section referenced in Rural Development's regulations.

### **Codes and Acts**

[Link to the CFR Titles on GPO Access](#)



Title 24 - Code of Federal Regulations -- 2002

### **Section 538 Guaranteed Rural Rental Housing Program**

The Notice of Funding Availability (NOFA) for the Multi-Family Housing Guaranteed Program was just released. You can find it at: <http://www.rurdev.usda.gov/rd/nofas/2006/grrhp012706.pdf>.

A new feature this year- the program is now available to existing Section 515 properties for subsequent loans for rehabilitation. If you are interested, please give your Rural Development servicing official a call to discuss the Program.

### **MINC Update**

A reminder: If your project has eight or more units and you send in a Tenant Certification via regular mail after February 24, it will be returned to you in its original form and will not be processed as explained previously in an unnumbered memo from the National Office dated January 27, 2006. This memo was emailed to you on January 31, 2006. This could result in a late fee being assessed to your property.

### **Annual Multi-Family Housing Seminar**

Mark your calendar! The Annual Multi-Family Housing Seminar will be held on April 12 at the Ramada Inn in Lewiston. More information will follow.

## Need Help?

The following help lines are available to you:

**The 211 System:** This system is a fairly comprehensive database of formal non-profit and government resources in the state of Maine. This database can be accessed at <http://211maine.org> and is available for public use. This phone system is still being staffed and implemented. This system is being piloted in Washington County.

There will be more information to follow in the 211 system on the news and in the newspaper.

### **The Disability and Aging Services Hotline (D.A.S.H.):**

This is an informational and referral service for seniors, adults with disabilities, and their caregivers. The goal of this hotline is to provide "one-stop shopping" experience for people looking for assistance, information, and services. Consumers can access the D.A.S.H. Network by calling Eastern Area Agency on Aging at 1-800-432-7812 and asking for the D.A.S.H. network.

Both 211 and D.A.S.H. provide information to the community. Calling 211 is similar to calling a number where you could listen to the yellow pages, or directory. The D.A.S.H. Network seeks to help people navigate the system of social services in a more personalized way. It can help consumers with filling out forms, call other agencies on the behalf of consumers, research for consumers who might be looking for a difficult-to-find service, and clearly inform consumers if a service is not available for them.

In short, 211 is an information service, and the D.A.S.H. network is an informational AND referral service. The D.A.S.H. Network uses the 211 system as a research tool.

If you are looking for a face-to-face meeting, you should call the D.A.S.H. Network. If you are looking for a quick answer where to call for services, you will be able to use the 211.

## On the Web!

Please note that all Rural Development Multi-Family InfoNow Newsletters can be found at:

<http://www.rurdev.usda.gov/me/newsletter.htm> for referencing past news items.

## Have a Story to Tell?

Rural Development is always interested in hearing about upcoming events, including special celebrations such as a 100<sup>th</sup> birthday celebrations, special recognitions of your complex or residents, celebrations involving new additions or improvements made possible through Rural Development, or anything else you would like to brag about!

Please send items of interest to Emily Cannon, Public Affairs Specialist, at [Emily.Cannon@me.usda.gov](mailto:Emily.Cannon@me.usda.gov).

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For USDA RD Forms/Regulations/Admin. Notices:

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